

MONROE COUNTY

JOB DESCRIPTION

Position Title: ADMINISTRATOR CONSTRUCTION MANAGEMENT PROJECT		Date: 12/31/02
Position Level: 10	FLSA Status:	Class Code: 10-28

GENERAL DESCRIPTION

Primary function is the coordination of construction projects from inception through construction ensuring compliance with applicable Monroe County Codes and Procedures.

KEY RESPONSIBILITIES

1. Implements schedule to track status of all projects. *
2. Prepare Front End documents of project specifications. *
3. Prepare reports and meeting minutes.
4. Administers contracts. *
5. Generates requests for qualifications for architectural/engineering services. *
6. Advises Director of Construction & Planning on project schedules. *
7. Prepares correspondence.
8. Attends project coordination meetings.
9. Act as Public Relations Representative for County and with public.
10. Prepares permit applications to various agencies as necessary for permitting requirements. *

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: PROJECT -----	Position Level: 10
--------------------------------------	---------------------------

KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required with major in Business or Management.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgement is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other</i>	Requires Florida Drivers License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____